

SECRET

**OFFICE OF THE COMPTROLLER
MACHINE RECORDS DIVISION
PAYROLL BRANCH
(VOUCHERED)**

STATEMENT OF FUNCTIONS

1. Initiates, prepares and distributes time and attendance reports, salary checks, statements of earnings, deductions, leave balances, withholding tax statements including D.C. Tax (with addresses), numerous payroll accounting reports and records covering payroll distribution, leave, class E Bonds, budget analysis, retirement, Social Security, miscellaneous payroll deductions, individual earnings records, rosters, etc. for employees paid from vouchered funds.
2. Establishes and maintains, by means of punched card files, control data for payroll, leave, and related data, and is responsible for the accuracy of these controls, the balancing of current files to controls established outside the branch, and the over-all accuracy of all reports prepared by the branch.
3. Advises the Payroll Branch, Fiscal Division, in the establishment of processing schedules and job priorities to meet reporting deadlines.
4. Maintains liaison with various branch heads and other officials of the Fiscal Division on matters pertaining to reporting requirements and changes, procedural revisions, source document discrepancies, codes, etc.
5. Develops and prepares detail machine operating procedures for new projects; makes necessary changes and improvements in existing procedures.
6. Installs adequate tests and controls to insure accurate performance of machines and related equipment.
7. Maintains work schedules reflecting progress of reports within the branch.
8. Trains personnel in wiring and operation of equipment, all phases of operations within the branch and relationship of the Branch to other functions within the Division and Agency.

SECRET

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